

15 June 1953

MEMORANDUM TO: Assistant Directors, Staff Chiefs, and DD/P Area
Division Chiefs

SUBJECT : Clerical and Typing Services - Interim Assignment
Branch

1. Provisionally cleared clerical employees who are temporarily on duty in the Interim Assignment Branch of Personnel Division (O) are available to perform a variety of typing and clerical work projects. Work projects which have been completed by IAB include the following: typing on multilith-dupliant masters, reproducing copies on multigraph, coloring maps, labeling library books, cataloguing photographs, clipping from newspapers, straight copy typing, abstracting and summarizing information from documents, and abstracting information from microfilm.

2. The only limitation on projects which may be referred to IAB is that the work material be of no higher security classification than RESTRICTED. In most instances, necessary office supplies are provided by IAB.

25X1A9a 3. The Interim Assignment Branch is located at 411 - [REDACTED] 25X1A6a
H. W. Mrs. [REDACTED] ext. 3323, should
be contacted for further information concerning facilities available
or to arrange details on particular projects.

4. It is requested that this memorandum be brought to the attention of appropriate officials of your offices in order that these services may be utilized to the fullest extent possible.

[REDACTED]
Assistant Director (Personnel)

25X1A9a

~~SECRET~~

~~Security Information~~

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